

# ***CADET BASIC TRAINING***

## ***HANDBOOK***



***Re Edited May 2005***



# INTRODUCTION

## ***GENERAL:***

This handbook is designed for use by personnel participating in the Cadet Basic Training Program. It is intended as a supplement to the basic cadet leadership text, *Leadership: 2000 and Beyond*. Upon receiving cadet program materials from National Headquarters, cadets should use this text as well as the leadership text.

## ***CADET BASIC TRAINING***

Cadet Basic Training (CBT) is a 10-week program designed to introduce new cadets to the Civil Air Patrol Cadet Program. During the 10 weeks, you will learn the fundamentals of being a cadet, from proper wear of the cadet uniforms to drill and ceremonies. You will also learn about Civil Air Patrol History, the fundamentals of leadership, and Emergency Services. At the end of the 10-week program, if you meet the requirements for the completion of Achievement One of the cadet program, you will be promoted to the grade of Cadet Airman and move to one of the cadet flights within the squadron.

In order for you to get the most out of your training and graduate in a timely manner, you must attend all meetings during basic training. Failure to do so may result in an extension of your training to satisfy the achievement requirements.

Homework is sometimes assigned during CBT. The staff understands that you have other academic responsibilities apart from CAP, and the homework is structured with this in mind. However, failure to complete homework may result in your being reassigned to CBT to complete the necessary coursework.

### Cadet Basic Training Uniform

Cadets will present themselves in dress clothes suitable for class or church activities until a CAP uniform is issued and can be worn within regulations. Cadets will also carry a notebook (3 hole) and a black pen to take notes and for securing all handouts and other information for future use. Cadets will receive a number of books and information with their membership.

Prior to the completion of CBT you will be sized for uniform parts and outfitted with available uniform items from squadron supply. Since all uniform items are not available from supply, you will have to purchase parts of your uniform from the Military Clothing Sales at Maxwell Air Force Base or from Civil Air Patrol's CAPMart (<http://capmart.org>) at Maxwell AFB, AL. You will be given information detailing the type, size, and style of uniform parts to purchase. Also, once a year, CAP receives an allotment of uniforms from the USAF that are sent directly to new cadets. Since this number varies from year to year, it is not guaranteed that you will receive one of these uniforms. You should plan to purchase all or part of your first uniform.

### Becoming a Cadet Airman

This Cadet Basic Training program will prepare you to meet the academic requirements for your first promotion, to the grade of Cadet Airman. In order to receive this promotion, the following minimum requirements must be met:

You must pass the General John F. Curry test, which confirms that you have obtained the knowledge provided by this CBT manual, and the *Leadership 2000* book which you will be receiving from CAP Headquarters.

As you progress through this program, you will be learning and practicing military drill movements. You will be required to demonstrate your knowledge of these movements.

Each achievement has a Physical Fitness requirement that must be demonstrated. You will learn more about this requirement later in the program.

You must participate actively in squadron activities, and you must have attended 50% of the moral leadership discussions.

Right now, you hold the Civil Air Patrol grade of Cadet Basic. Becoming a Cadet Airman means that you have completed the first achievement of the CAP Cadet Program. This first achievement is called the General John F. Curry achievement, and is named after the first Commander of Civil Air Patrol. Once you have received your promotion to Cadet Airman, you will be authorized to wear the Curry ribbon on your CAP blues uniform.

#### The five standard answers

There are three standard answers to any question that is asked you. If the person asking the question is a man, the last word of your response should be "Sir." If the person asking the question is a woman, the last word of your response should be "Ma'am." You may respond with:

|                |    |                   |    |                    |
|----------------|----|-------------------|----|--------------------|
| Yes Sir        | or | Yes Ma'am         | or | Yes Sergeant       |
| No Sir         | or | No Ma'am          | or | No Sergeant        |
| No excuse, Sir | or | No excuse, Ma'am. | or | No excuse Sergeant |

Permission to ask a question Sir, Ma'am, or Sergeant  
Permission to make a statement Sir, Ma'am, or Sergeant

#### Classroom Procedures

When instructed to fall in to the classroom, move in a direct manner from the door to your seat. Stand at the position of attention immediately to the left or rear of your chair. If no instructor is present, you may take your seat at the position of "At Ease." There is no talking at this position.

#### Required equipment

Cadet Basic Training Handbook  
Notebook with white ruled paper  
2 #2 pencils  
1 black roller ball ink pen

When a staff member or officer enters the room, the first person to see him/her enter will call the room to the position of attention with the command, "Room, ATTENTION!"

When a staff member or officer leaves the room, the senior trainee will call the room to the position of attention. After the officer or staff member has left, the senior trainee may give "At Ease" if no other instructions have been given.

When the command "SEATS" is given you will quickly and immediately sit in your seat at the position of attention. Go to the position of At Ease only when the command "At Ease" is given.

The position of attention while seated is similar to the position of attention while standing with the following exceptions:

Hands are placed on top of the knees, arms forming a ninety-degree angle at the elbow.

Feet are flat on the floor, approximately 12 inches apart.

You will sit on the first three to six inches of the seat unless the desktop prevents this. Your back will remain straight.

To ask or answer a question, come to the seated position of attention; raise your right hand up with the forearm perpendicular to the floor and the bicep/upper arm parallel to the floor. Form your hand in a loose fist. When you are recognized by the instructor ask/answer the question. Return to the position of At Ease when instructed to.

Rooms are **not** called to attention when an organized class is in session. If it is necessary to call the class to attention, the instructor will do so.

When instructed to fall out, you will move outside the classroom in an orderly fashion, one row at a time beginning with the row closest to the door, in a single file.

### Additional Information

#### Military Time and Date

Military time is time expressed on the 24-hour clock and in hundreds of hours. 8am becomes "0800" or "zero-eight-hundred hours," While 8pm is "2000" or "twenty-hundred hours." Minutes are added as necessary, i.e., 8:15 pm is "two-zero one five hours" or "twenty-fifteen hours." Use the diagram hours in Figure 1 or remember to add 12 to any time after noon.

Date is written in following manner: day, month, year.

Thus, July 15th, 1993 becomes "15 July 1993" or "15 Jul 93."

Due to the inherent confusion, dates like "7/15/93" are not used.

Occasionally, you will see a date written in the year, month, day format, such as "930615", but this is rare.

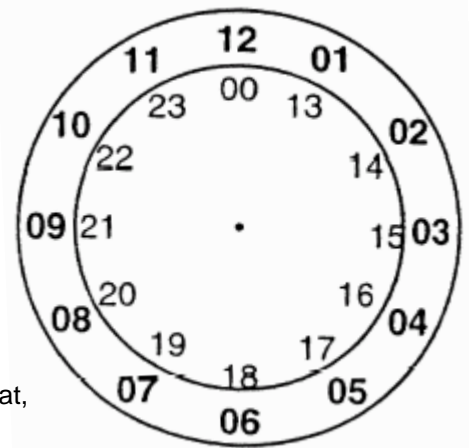


Figure One: 24-hour clock

### Phonetic Alphabet

|             |             |              |            |             |          |
|-------------|-------------|--------------|------------|-------------|----------|
| A - Alpha   | F - Foxtrot | K - Kilo     | P - Papa   | U - Uniform | Z - Zulu |
| B - Bravo   | G - Golf    | L - Lima     | Q - Quebec | V - Victor  |          |
| C - Charlie | H - Hotel   | M - Mike     | R - Romeo  | W - Whiskey |          |
| D - Delta   | I - India   | N - November | S - Sierra | X - X-ray   |          |
| E - Echo    | J - Juliet  | O - Oscar    | T - Tango  | Y - Yankee  |          |

The purpose of the phonetic alphabet is to make spoken communication more clear in a noisy or difficult listening environment. It is only used when spelling words or when sending many numbers. Often, when single letters are represented, the phonetic word is used instead: i.e. Alpha Flight.

### Basic Drill Movements

Drill and ceremonies in CAP provides an opportunity for members to work as a team. While drilling, the individual learns to appreciate the need for discipline, respond to authority promptly and precisely, and to recognize the effect of individual actions on the group as a whole. Learning to follow is the beginning and the foundation of leadership. Participating as a team on the drill field, you will experience higher morale, esprit de corps, and enthusiastic teamwork.

There are two parts to a drill command:

The **preparatory command** is informational and indicates what movement to execute.

The **command of execution** tells you when to do it.

An example would be; "To the Rear, MARCH". The preparatory command is "To the Rear" and the command of execution is "MARCH".

### New Drill Instruction This Week

Attention

Parade Rest

At Ease

Sitting at Attention (Procedure for raising hand, standing & asking/answering questions)

### Chapter Review Questions

Each week, you will be learning a lot of information during the Cadet Basic Training meeting. To emphasize the key points, at the end of each section are Review Questions, as you see below. Below the questions, are the answers. You should attempt to answer all the questions before looking through the answers.

After the material is covered during CBT, you will be expected to know at least the information in the current and all prior Review Blocks.

1. What is your Unit's Name?
2. What is your Unit's Charter number?
3. What is your current CAP grade?
4. What is the name of Achievement 1 of the CAP Cadet program, which you are working to complete?
5. What is the ribbon and cadet grade that corresponds to the completion of Achievement 1?
6. What are the five standard answers?
7. In drill commands, the Preparatory Command comes first. What follows?
8. What is CAPF 103?
9. In order to complete Achievement 1, you must:

### Answers to Chapter Review Questions

1. Maxwell Composite Squadron; 2. AL-032; 3. Cadet Basic;
4. The Curry Achievement, named after Major General John F. Curry, the first Commander of Civil Air Patrol;
5. Wear of the Curry ribbon indicates successful completion of Achievement 1. Achievement 1 allows you to be promoted to the grade of Cadet Airman.
6. Yes Sir Yes Ma'am Yes Sergeant, No Sir No Ma'am No Sergeant, No Excuse Sir No Excuse Ma'am No Excuse Sgt, Permission to ask a question Sir, Ma'am, or Sgt, Permission to make a statement Sir, Ma'am, or Sgt.
7. The Command of Execution; 8. Mission Authorization / Personnel Register (Sign-in sheet);
9. Pass the Cadet Physical Fitness Test (CPFT), Pass the drill practicum (test), Pass the General John F. Curry Examination, Participate in activities, and attend at least 50% of the moral leadership classes

# INTRODUCTION TO CADET LEADERSHIP

Week

2

## ***GENERAL:***

This chapter is designed to introduce you to the CAP Cadet Leadership Program. It is not intended as a comprehensive resource or as a replacement for the cadet leadership text, *Leadership 2000 and Beyond*. More information on the CAP Leadership Program may be found in CAPM 52-16, *Cadet Program*, and *Leadership: 2000 and Beyond*. You will be receiving your cadet program materials in the mail from National Headquarters, Civil Air Patrol. This includes a copy of *Leadership: 2000 and Beyond*, as well as other cadet program materials.

The cadet leadership program, outlined in *Leadership: 2000 and Beyond*, is comprehensive and demanding, but not impossible. As you advance through achievements, you will be presented with more information, challenging circumstances and opportunities to learn. Most of the Cadet Leadership program is designed to be self-study. However, you will attend classes and training to enhance your learning and understanding of leadership and its concepts. For each achievement you will be tested on the readings in *Leadership: 2000 and Beyond*. Each test is standardized and a minimum score of 70% is required to pass for each achievement.

### The Cap Motto

A motto is a short phrase that expresses the "character" of an organization - i.e. how that organization acts. Often, a motto is a short Latin phrase. The Civil Air Patrol motto, in Latin, is *Semper Vigilans*, which means "Always Vigilant." Vigilant signifies that as Civil Air Patrol members, we are watchful for, and looking out for, how we can help those in need of assistance.

### The Cadet Oath

"I pledge that I will serve faithfully in the Civil Air Patrol Cadet Program, and that I will attend meetings regularly, participate actively in unit activities, obey my officers, wear my uniform properly, and advance my education and training rapidly to prepare myself to be of service to my community, state, and nation."

The Cadet Oath is something not to be taken lightly. An oath is a custom, dating back to Roman times, of publicly committing yourself to do a task. It makes you and others know that you are really serious about doing what the oath says you will do.

### Leadership

Leadership is the art of influencing and directing people in a way that will win their confidence, respect, and loyal cooperation in achieving a common objective. Throughout your CAP career, you will use leadership time and again, in every setting.

In order to be a good leader, you will have to develop the five leadership attributes: Respect for Authority, Attitude, Integrity, Self-discipline, and Listening. Each of these will be discussed further, as we learn what leadership really means, and how we develop into good leaders. However, before you can lead, you must learn to follow. Therefore, as part of your Phase I training, we will introduce you to the concept of "followership."

### Followership

As you progress into the Civil Air Patrol cadet program, you will initially be a follower. Any good leader is a good follower. Following includes actively looking at what is going on around you, learning the reason why you are told to do certain things, and listening well.

### Integrity

Integrity is the strict adherence to a code of conduct. One word, "honor", helps sum up integrity of character. Integrity includes trustworthiness and dependability in doing any task expected of you, no matter how trivial the task or how casually you agree to accept it.

When you show integrity, you are consistent and constant. People know what to expect from you. Honor, moral soundness, and courage allow you to uphold those principles and to do things without holding back.

### Respect for Authority

By signing your membership application and taking the cadet oath, you are giving your word that you will follow your appointed leaders and officers. You have to obey regulations of the Civil Air Patrol and the legitimate orders given to you by those appointed to positions of authority above you.

### Individual Attitudes:

"Attitude" - the state of mind that lies behind everything a person does. Attitude, either good or bad, will be reflected in personal appearance. It will appear in your bearing, uniform, tone of voice, and facial expressions. If you have a negative attitude, your effectiveness in working with other people will decrease and you will risk the success of the mission.

One of the goals of the leadership laboratory is to help each CAP cadet develop a good attitude -- a constructive state of mind in approaching every aspect of life. Good or bad attitudes are contagious. They slowly affect the actions of others.

Like everyone else, your approach to life is determined by your attitude. It is the frame of mind in which you view yourself, your work, and other individuals. Others usually judge your attitude through your actions.

You can never escape attitude. Your personal appearance, the expression in your eyes, the tone of your voice, a passing remark or comment you may make, all these things reflect your attitude. In the same manner, the way you go about your job or the way you salute and wear your uniform indicate your attitude. Consciously or unconsciously, you express your attitude in everything you do.

The attitude of a leader is key; subordinates tend to follow the leader's example. The sum of the attitudes of all members of the group will determine effectiveness of the group.

### Developing a Positive Attitude

How can you develop a positive attitude toward CAP requirements and procedures? The best way is to simply understand the reason or purpose behind every aspect of CAP operations. To attain a good attitude, you may have to shift from an "I do it because I have to" outlook to an "I do it because I understand why it is necessary and how it fits into a larger pattern" outlook.

It is especially important for you to have a good attitude if you are in a leadership position. If you have a good attitude, you will be able to handle your personnel so that they will do what you want-a prime quality of leadership.

Sometimes it will be necessary to change an attitude or attitudes which affect morale. If you permit a poor morale situation to continue, it will result in a less efficient unit, a decline in unit pride, and a breakdown in courtesy and discipline.



### Discipline in Civil Air Patrol

The basic function of a CAP unit is to accomplish its mission with maximum efficiency. To reach this overall goal, all individuals in the unit must perform their jobs promptly and correctly. Such unity of action requires discipline.

Although unity of purpose is required in any organization, a much higher degree of control is essential in Civil Air Patrol because public services are at stake. The entire structure of Civil Air Patrol is dependent upon discipline. It is the cement that binds the unit into a workable force.

To some people, discipline means either punishment or blind obedience to orders. In the modern usage of the word, "Discipline is training which corrects, molds, strengthens or perfects." Discipline within a CAP unit is a state of order characterized by habitual but reasoned obedience to orders-habitual because the success of CAP activities often depends on immediate response to commands, and reasoned because the individual understands its purpose.

### Self Discipline

Real discipline-the self-discipline that guides you in your everyday life, regulating and controlling your conduct and actions-can come only from within. As a CAP cadet and potential leader, you are responsible for developing and perfecting within yourself a sense of discipline. No one can do it for you. Self discipline means that you do what needs to be done without being told to do it.

### Group Discipline

Development of self-discipline is not necessarily the goal of discipline training. The final product sought is group discipline. Civil Air Patrol functions through groups -- large and small. Since missions are assigned to groups as if they were a single individual, the group must act as a single unit, and group discipline becomes as important as self-discipline. To develop and maintain the required unity of action within the group, CAP leaders must provide constant and continuous training. You must remember that your life as well as the lives of your associates and those you support, may depend on discipline.

Remember, if you have ever noticed any effective leaders, they have two things in common: they have a good attitude, and they are disciplined.

### Planning

Throughout your life, you will be able to best meet your own potential by planning ahead. By remembering this saying, and thinking about it regularly, you will always be prepared:  
The Six P's – Proper Previous Planning Prevents Poor Performance

### Listening

As a follower, listening is a must. Here are some important tips for good listening:  
Keep an open mind. Don't allow a preconceived notion or idea interfere with accepting new ideas.  
Open mindedness requires humility, and tests how well you can listen actively.

Listen to understand, not to argue or challenge. Argue, doubt, or challenge the material only after you have heard the whole story. Listen to what the speaker is saying, and not how well the speaker says it. Listen for the ideas, not just the words.

Take notes with care. Taking notes is important, but taking too many means you are focusing on the notes and not on listening.

Make and hold eye contact. This lets the speaker know you care about the material being presented. It serves as important feedback to the speaker.

Keep you feelings positive. Control negative feelings toward the subject or the speaker and strain to accept what you hear. If you have an open mind, you may actually change your mind!

Listen to new ideas and pass them on. When you pass them on, give credit to the source.

### Self-Management

Your management duties right now, are to manage yourself. Manage your resources-your time, your energy, your time with your family, adequate sleep, proper nutrition and so on. You must learn to manage yourself before you can manage others. As you progress through the CAP Cadet Program, you will learn to manage larger groups of people and activities.

Self-management means organizing your time so you can attend your meetings. This may include "hard choices" of not participating with other groups. It also means advising your flight leadership ahead of time when you cannot attend a meeting or activity. Another example of good self-management is wearing your uniform properly and meeting CAP grooming standards. This shows that you know how to take care of your uniform without having to depend on someone else to constantly correct you.

### Study Habits

Leaders, as well as followers, are always learning, both in and out of the classroom. Good study habits affect your success in learning new things. You can learn more in a shorter time with a disciplined approach to studying at the right time in the right setting.

Some study tips:

Set aside a certain amount of time every week for studying. Pick a quiet, comfortable, well-lit place to study. Underline or highlight important ideas, or outline if you cannot write in the book. Answer review questions, and re-read to clear up misunderstandings. Review the material periodically.

### Reading Skills

Comprehension is the most important thing about reading. Used with listening, it is an effective learning tool. Some tips to improve your reading for comprehension:

Identify the structure of the material. How is it broken down? With this step, ask the question "What am I reading?"

To understand the interpretation, think of yourself as the author. Search for meaning by understanding the key points and major ideas. In this step, ask "What does it mean?"

Decide if you understand the main points in the materials and evaluate that learning. The question to ask here is: "What is the importance?"

When you have used these tips fully, your critical reading is complete.

### New Drill Instruction This Week

Left/Right Face

Forward March

Halt

About Face

### Chapter Review Questions

1. What is the Civil Air Patrol Motto?
2. State the Cadet Oath
3. Define self discipline
4. What are the five attributes of followership, which are also required for good leadership?
5. What are the six (6) "P's"?
6. How many counts are there in the command, "PARADE REST"?
7. How many counts are there in the command, "RIGHT FACE"?

### Answers to Chapter Review Questions

1. "Semper Vigilans"-Always Vigilant"
2. I pledge that I will serve faithfully in the Civil Air Patrol Cadet program, and that I will attend

meetings regularly, participate actively in unit activities, obey my officers, wear my uniform properly, and advance my education and training rapidly to prepare myself to be of service to my community, state, and nation.

3. Doing what needs to be done without being told to do it.
4. Respect for Authority, Attitude, Integrity, Self-discipline, Listening ("RAISE L")
5. Proper Previous Planning Prevents Poor Performance
6. One (1) count
7. Two (2) counts

# DRILL AND CEREMONIES

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## *General:*

Drill is the orderly marching of individuals or groups of individuals from one location to another. The primary purpose of drill in CAP is to teach teamwork, learn followership, and enhance precision.

### Drill

Drill consists of certain movements by which the flight or squadron is moved in an orderly manner from one formation to another or from one place to another. These movements are executed with order and precision. The task of each person is to learn these movements and to do each part exactly as described. Otherwise confusion will result. Individuals also must learn to adapt their own movements to those of the group. That is why such standards as the 24-inch step, the cadence of 120 steps per minute, distance, and interval have been established. Everyone must move on command smoothly, smartly, and with exactness.

As a cadet, you begin learning to drill almost as soon as you become a member. First you learn individual movements and positions, such as the position of attention and rests. Next, you learn movements at the halt, such as facing movements and then movements of your feet and arms and your overall bearing in marching. When you have become familiar with these movements to the point where you execute them smartly and automatically, you are grouped with others into a larger unit where you learn other movements. Eventually, elements, flights, and squadrons are performing drill movements smoothly and with precision.

### Ceremonies

Ceremonies are special, formal, group performances conducted by Civil Air Patrol to honor distinguished persons or to observe national holidays. Another purpose of ceremonies is to demonstrate the proficiency and state of training of CAP members.

Ceremonies are an extension of drill activities. The precision marching, the promptness in responding to commands, and the teamwork developed on the drill field determine the appearance and performance of the group in ceremonies.

Drill in Civil Air Patrol is governed by the Air Force's drill and ceremonies manual, AFMAN 36-2203. You will receive a copy of AFMAN 36-2203 in your cadet packet with your cadet program materials.

### Terms

#### ADJUTANT

A ceremonial position occupied by the junior member of the command staff in reviews and parades and responsible to the troop or group commander. The adjutant's cadence is 140 steps per minute.

#### ALIGNMENT

Dress or cover.

#### BASE

The element on which a movement is planned, regulated, or aligned.

#### CADENCE

The uniform step and rhythm in marching; that is, the number of steps marched per minute.

#### CENTER

The middle point of a formation. On an odd-numbered front, the center is the center person or element. On an even-numbered front, the center is the right center person or element, as shown in figure 1-2.

#### COMMAND OF EXECUTION:

Tells when the movement is to be carried out. In "Forward, March", the command of execution is "March".

#### COVER

Individuals aligning themselves directly behind the person to their immediate front while maintaining proper distance.

#### DEPTH

The total space from front to rear of any formation. An individual's depth is considered to be 12 inches.

#### DISTANCE

The space from front to rear between units. The distance between individuals in formation is 40 inches as measured from their chests to the backs of individuals directly in front of them. Flight commanders, guides, and others whose positions in formation are 40 inches from a rank are themselves considered a rank.

#### DOUBLE TIME

The rate of marching at 180 steps (30 inches in length) per minute.

#### DRESS

Alignment of elements side by side or in line maintaining proper interval.

#### ELEMENT

The basic formation; that is, the smallest drill unit, comprised of at least 3 but usually 8 to 12 individuals, one of whom is designated the element leader.

#### FILE

A single column of persons placed one behind the other.

#### FINAL LINE

The line on which the adjutant forms the front rank of troops for a parade or review.

#### FLANK

The extreme right or left (troops right or left) side of a formation in line or in column.

#### FLIGHT

At least two, but not more than four, elements.

#### FORMATION

An arrangement of units.

#### FRONT

The space occupied by a unit, measured from flank to flank. The front of an individual is considered to be 22 inches.

#### GUIDE

The airman designated to regulate the direction and rate of march.

#### HAND SALUTE:

Two count command where "one" is salute, "two" is return to attention. During drill, a hand salute is rendered at the command Present Arms.

#### In formation:

Members do not salute or return salute except at the command of PRESENT ARMS. The individual in charge salutes and acknowledges salute for the whole formation.

A member does not salute when engaged in sports or in places of public assembly such as churches, theaters or public conveyances.

Passengers in moving vehicles need not exchange salutes with passengers in other moving vehicles.

The person in charge of a work detail salutes, not the members of the detail.

#### HEAD

The leading unit of a column.

#### IN COLUMN

The arrangement of units side by side with guide and element leaders to the head.

#### IN LINE

The arrangement of units one behind the other with the guide and element leader to the extreme right flank.

#### INTERVAL

The space between individuals placed side by side. A normal interval is an arm's length. A close interval is 4 inches.

#### INVERTED COLUMN

The arrangement of units side by side with guide and element leaders to the rear.

#### INVERTED LINE

The arrangement of units one behind the other with the guide and element leaders to the extreme left flank.

#### LINE OF MARCH

A line followed by troops as they pass in review.

#### MARK TIME

Marching in place at a rate of quick time, 100 to 120 steps per minute.

#### MASS FORMATION

The formation of a squadron or group in which the component units are in column, abreast of each other, and at close interval.

#### PACE

A step of 24 inches. This is the length of a full step in quick time.

#### POSITION OF ATTENTION:

The position of attention is the basic position from which all drill movements are performed. The preparatory command and the command of execution is "ATTENTION". Feet must form a 45-degree angle, with heels touching and on line. Your legs must be straight, but not stiff (or knees locked), body erect. Locking your knees may cause you to pass out. Your hips and shoulders should be parallel with the ground. Your arms will hang straight down alongside your body (do not lock elbows, but 'windows' are not permitted). Your hands should be cupped (as if holding a roll of quarters), with the

fingers touching the sides of your legs. Thumbs will rest on the first joint along the seam of the pants or skirt, pointing straight down to the floor. Your head and eyes will be looking straight ahead. Silence and immobility are required.

#### POST

The correct place for an officer, noncommissioned officer (NCO), or airman to stand while in formation.

#### PREPARATORY COMMAND

Tells what the movement is to be. When calling a unit to attention or in halting a unit's march, the preparatory command includes the unit designation. Watch for "anticipation" of individuals.

#### QUICK TIME

The rate of marching at 100 to 120 steps (12 or 24 inches in length) per minute.

#### RANK

A single line of persons placed side by side.

#### READY LINE

A forming line 20 paces to the rear of the final line where troops are formed for a parade or review at an established time prior to Adjutant's Call.

#### REVIEWING OFFICER

The senior officer participating in a parade or review

#### SLOW TIME

The rate of marching at 60 steps per minute (used in funeral ceremonies).

#### STEP

The distance measured from heel to heel between the feet of an individual marching.

#### UNIT

Any portion of a given formation.

#### Command And Position

##### ABOUT FACE

Command meaning to pivot, 180 degrees to the right, such that body is facing in the opposite direction from starting position.

##### AS YOU WERE

The instructor/drill leader will use "As You Were," if a mistake is made in directing a drill.

##### AT EASE

Right foot remains in place. Silence is required, but movement is allowed.

##### AT-EASE MARCH

Given on either foot, take one more step, and assume route step

Cadence is not required, silence, prescribed interval, dress, cover and distance is required

Flight must be halted and brought to attention to give other commands

##### BY THE NUMBERS

Command given to practice commands one count at a time. All subsequent commands are done "By the Numbers," until the command "Without the Numbers" is given.

#### CHANGE-STEP MARCH

Given as right foot strikes the ground

One more step with left foot, half of right foot next to heel of left foot, step off with left foot.

#### DOUBLE TIME MARCH

180 steps per minute

30 inch steps

Fore-arms raised to a horizontal position along waistline, cup hands with knuckles out.

From QUICK-TIME; given on either foot, one more step in QUICK-TIME

From DOUBLE-TIME; four steps in between commands, two more steps in DOUBLE-TIME.

Flight HALT; from DOUBLE TIME on either foot, four steps in between commands, two more steps in quick time, halt in two QUICK TIME counts.

The only valid commands in double time are:

INCLINE TO THE RIGHT

INCLINE TO "THE LEFT

QUICK TIME MARCH

FLIGHT HALT

#### EYES RIGHT

Given at the halt or on the right foot while marching. All persons except those in the right flank turn heads to the right at 45 degree angle. READY FRONT returns eyes to the front. This movement is used to allow the ranks to keep themselves straight while passing by a reviewer, as well as being a token of respect or acknowledgment of the reviewer.

#### FALL IN

Return to former positions within flight, do an immediate "Dress Right Dress" and then assume position of attention.

#### FALL OUT

Individuals may leave ranks, but remain in immediate area. Talking and motion are permitted.

#### FLIGHT ATTENTION

Come to the position of attention.

#### FLIGHT HALT

From QUICK TIME on either foot.

#### FORWARD MARCH Quick time:

100-120 steps per minute 24 inch steps

6 inch arm swing to front, 3 inch to rear.

#### HALF-LEFT FACE

#### HALF-RIGHT FACE

#### HALF-STEP MARCH

Given as either foot strikes the ground

One more step in quick time, then 15 inch step at 120 steps per minute

FORWARD MARCH: Given as left foot strikes ground, one more 15 inch steps at quick time.

#### LEFT FACE



#### MARK-TIME MARCH

Quick time cadence in place

Balls of feet raised 4 inches

From quick time command given on either foot, one more step, trailing heel brought on-line with front heel, then continue cadence.

FORWARD MARCH, take one more step in mark time and step off in 24 inch steps.

#### ORDER ARMS

On the command of execution "Arms", bring your arm smartly downward as close as possible, but not touching the front of your body. Cup your hand as it travels downward past your waist and return to the position of attention.

#### PRESENT ARMS

The preparatory command is "Present". The command of execution is "Arms". On the command of execution raise your right hand along the front of your body (Gig-line) at the same time uncupping your hand as it passes your waist. Raise your hand as close to the front of your body as possible without touching your chest. Bring your hand to your right eyebrow. Fingers will extend and be joined, thumb will be alongside of your hand. The palm will be tilted slightly toward your face. The tip of the middle finger will touch either your eyebrow above the outside corner of your right eyebrow. Fingers will extend and be joined, thumb will be alongside of your hand. The palm will be tilted slightly toward your face. The tip of the middle finger will touch either your eyebrow above the outside corner of your right eye (if hat or glasses are not worn), or the top outside corner of glasses, if worn (without hat), or the front right corner of your hat brim or hat bill. Your forearm from fingertips to elbow will form a straight line. Your tipper-arm from shoulder to elbow will be parallel to the ground and slightly forward of your body.

#### PARADE REST

Left foot moved twelve inches as measured from the inside of heels (shoulder width) to left. Right hand over left palm at your back, thumbs locked. Silence and immobility are required.

#### REST

Right foot remains in place. Moderate speech is allowed, as is movement.

#### RIGHT FACE

RIGHT (LEFT) FLANK MARCH While marching: Command given as right (left) foot strikes ground, take on step, pivot on ball of foot and step off in one count while arms are at attention.

From Halt:

Immediate pivot and step off

#### RIGHT/LEFT STEP

From the halt, all steps used in marching begin with the left foot. The exception is RIGHT-STEP MARCH. Units larger than a flight allow THREE steps between PREPARATORY COMMAND and COMMAND OF EXECUTION so subsequent unit commanders can issue SUPPLEMENTAL COMMAND(S).

#### RIGHT (LEFT) STEP MARCH

Only given from the halt

Leg is raised high enough to allow movement, and kept straight

12 inch step from heels together

FLIGHT HALT: Given heels are together, two counts:

- (1) one more step
- (2) heels together to halt.

### ROUTE-STEP MARCH

Given on either foot, take one more step, assume route step Cadence is not required, quiet talking is allowed, prescribed dress, cover, interval and distance is required.

### TO-THE-REAR MARCH

Only from quick time

Given on Right Foot

12 inch steps with left foot placing it in front of right, pivot to the right on balls of both feet with arms at attention, step off with 24 inch left step.

### New Drill Instruction This Week

Line Formation

Column Formation Fall In

Dress Right Dress Cover

By the Numbers

Dismissal

### Chapter Review Questions

1. What is Drill?
2. What is the primary purpose of Drill?
3. What command is given to a flight in line formation, in order to obtain proper dress and cover?
4. In what type of "formation" is a flight marched in over a long distance?
5. How long is a step, in inches, at Quick Time?
6. FORWARD MARCH is in "Quick Time" cadence. How many steps per minute are there at Quick Time?
7. What is the distance, in inches, between Cadets, front to rear, in line formation?
8. What command is given to form up a flight?
9. What is your position Civil Air Patrol, the United States Air Force Auxiliary?

### Answers to Chapter Review Questions

1. Drill is the orderly marching of individuals or groups of individuals from one location to another
2. To teach teamwork, learn followership, and enhance precision.
3. Dress Right, Dress;
4. Column Formation;
5. 24 inches;
6. 100-120 steps per minute;
7. 40 inches;
8. Flight, Fall In;
9. Element member

# CUSTOMS AND COURTESIES

## *General:*

CAP derives many of its customs and courtesies from the US military services. Customs and courtesies play an important part in all activities of the organization and they contribute greatly to CAP's unique character. Military customs and courtesies are proven traditions that explain what should and should not be done. They are acts of respect and courtesy in dealing with other people. They have evolved as a result of the need for order, as well as the mutual respect and sense of fraternity that exist among military personnel. The Civil Air Patrol shares in that tradition. A fine line separates customs from courtesies, although each is rooted in the same source: respect between individuals for each other. The technical difference is that observance of courtesies is officially required and that observance of customs stems from tradition.

## Military Courtesy

Military courtesy is simply the extension to the military sphere of the ordinary courtesies that enrich and enhance everyday living. Courtesy, civilian or military, stems from politeness, civility, respect and personal recognition of the rights and dignity of others. In CAP, courtesy is vital in promoting coordination and developing esprit de corps. Acts of courtesy or civility are not marks of inferiority or servility. Rather they are indications that one individual appreciates the position and rights of another.

Courtesies show appreciation and create feelings of pride between individuals. When given to a superior, they acknowledge the responsibility and authority of his position; when given to a subordinate, they recognize his essential role as a member of the team. Courtesies are an expression of respect for the uniform and the unit (organization) it represents, an acknowledgment of that person's achievements and contribution, and a statement of pride in yourself and your part in CAP.

Courtesies are a two-way street. From general officer to Cadet Basic, courtesies provide the everyday recognition that every person and every position are necessary to the success of a unit. The courtesies that have always marked military life and are adopted by Civil Air Patrol have a profound meaning. A salute to the flag is a declaration of loyalty to the United States and to the principles of liberty and justice upon which the nation was founded. When a member of the armed services salutes a senior, the member is recognizing the organized authority of the nation as represented by the armed services.

## Courtesies to Individuals

When an officer (more senior to, or higher ranking than other officers already in the room) enters a room, the first person to see the officer loudly commands "Room, ATTENTION." All personnel will stand at attention until directed otherwise.

When an officer enters a classroom while a class is in progress, the room is not called to attention.

When an officer enters a dining facility, unless he directs otherwise or unless a more senior officer is present, the dining facility will be given "At Ease" by the first person to see the officer. You will remain seated at ease and continue eating unless you are directly addressed by the officer, at which time you will stop eating and rise to the position of attention. When accompanying a higher ranking officer, a junior rides or walks in step on the senior's left.

When entering an automobile or airplane, the junior enters first and others follow in inverse order of grade. When leaving an automobile or airplane, the senior exits first, followed by the others in order of grade.

#### Honors to the Colors or during the National Anthem

The flag of the United States represents the principles and ideals to which you are committed as a member of CAP. As such, courtesies are rendered to the United States flag under certain circumstances.

CAP personnel passing an uncased (unfurled) U.S. flag will salute six paces before the flag and hold it until six paces after it.

Likewise, when an uncased U.S. flag passes by, the salute is rendered six paces before the flag is even with the individual, and held until the flag is six paces past.

Flags flown from a stationary Flag staff on military bases are saluted only at reveille, retreat and special occasions. Small flags and flags on half-staffs are not saluted. Cased and folded flags are not saluted.

When the National Anthem or To The Colors is played, face the flag and salute on the first note of the music, or if no flag is visible, face the source of the music. If indoors, face the flag but do not salute.

If on a military installation during Retreat, face the flag and assume Parade Rest while "Retreat" is being played. Assume the position of attention and salute when To The Colors or the National Anthem is played.

#### Terms of Address

Military officers are referred to by their grade and last name and are addressed as "sir" or "ma'am." Warrant Officers and CAP Flight Officers are referred to as "Mister" or "Miss" and the officer's last name, but generally are addressed as "sir" or "ma'am." Non-Commissioned Officers (sergeants) are addressed as "Sergeant," except for Chief Master Sergeants, who are customarily called "Chief." Enlisted service members and cadet airmen are referred to by "Airman" and their last name, and are addressed as "Airman." See the military and CAP grade charts at the end of this chapter for grade specific terms of address.

When addressing an officer and speaking to him or her, always begin or end your statements with "Sir" or "Ma'am." Do not begin and end the statement with "Sir" or "Ma'am" unless you have been asked a question to which you are responding with one of the standard answers.

#### The Military Salute

Since the beginning of recorded history, the salute has been used as a gesture of greeting and as an expression of mutual trust and respect. It began as a greeting between knights to show the other that each was unarmed. When two friendly knights met, it was the custom for each to raise the visor with the right hand while holding the reigns of the horse with the left. This gesture signified friendship and confidence, since it exposed the face and also removed the sword hand from the weapon. The open hand gesture with the right hand gradually evolved into the military salute we know today. Because it is used most frequently, the hand salute is the most important of all military courtesies.

Saluting is a basic greeting between military personnel-it is the military way of saying "hello." Because it is used most frequently, the hand salute is the most important of all military courtesies. Civil Air Patrol has adopted this courtesy of the military. and like every other CAP member, you are obligated to salute properly.

The following personnel are saluted by CAP members in the military-style uniform:

The President of the United States

Recipients of the Medal of Honor, regardless of grade or rank

Officers of Civil Air Patrol

Officers and warrant officers of the Armed Forces of the United States  
Commissioned officers of Allied nations  
Officers of friendly foreign nations, when recognized as such

#### Rules for Saluting

Salute officers upon recognition. You should generally salute within 6 paces of the officer you are approaching (or is approaching you). Along with a salute, it is usually appropriate to offer a verbal greeting, such as "Good Morning, Ma'am." "How are you, Sir/Ma'am?" is also generally appropriate, especially if it is nearly noon, and you're not sure if it is morning or afternoon.

Salute officers in a vehicle when you recognize their grade or the vehicle bears an identifying plate or standard (colonel or above).

While in formation or on a work detail, salute only on command. The person in charge of the formation or work detail will render courtesies.



**Figure Two: Examples of Salutes**

Salutes are not required indoors, except when reporting.

Salutes are not required if you are in a designated "covered" or "no salute" area such as a flight line or hangar.

When carrying heavy objects and unable to render the salute, provide the greeting of the day, such as "Good Morning, Sir" or "Good Evening, Ma'am."

#### Reporting

When reporting to an officer indoors, the following procedure is used:

1. Ensure that your uniform is correct and neat.
2. Knock once on the door. Wait for "Enter" to open door.
3. Remove headgear and enter room.
4. Proceed via the most direct route to a point two paces in front of the officer who said "Enter."
5. Salute, and say: "Sir/Ma'am, Cadet (your grade and name) reporting." if reporting as ordered, say "Sir/Ma'am, Cadet (your grade and last name) reporting as ordered."
6. Hold your salute until the officer returns it.
7. Remain at the position of attention unless directed otherwise.
8. At the conclusion of your business with the officer, come back to the position of attention and render the salute.
9. After the officer has returned the salute, face toward the exit and move via the most direct route to the door.

When reporting out of doors, the headgear is not removed. See CAPP 151, Standards, Customs and Courtesies, AFMAN 36-2203 Drill and Ceremonies, for additional information on saluting.

#### Military Customs

Customs are those things that should be done. Customs that evolve, live, and endure represent reasonable, consistent, and universally accepted practices that make life more pleasant, or facilitate orderly procedures. Continued for a long period of time, they become socially compulsory and tend to assume the force of law.

Observance of the accepted customs of any nation, race, trade, or organization identifies the newcomer as a "member of the clan," and non-observance sets the individual aside and requires the individual to prove group loyalty before being accepted. The United States Air Force and Civil Air Patrol are no exception.











The sense of duty well performed, honor in all things, and country above self provides the basis not only for the official acts of all Civil Air Patrol members, but also for the customs which developed within the organization. In observing these customs, you must always remember the following concerning relations between seniors and juniors:

"The senior may ignore the difference in grade, the junior must never forget it." The responsibilities that go with grade and experience naturally produce certain rights and privileges. For example, it is customary for juniors to defer to seniors, but such deference in no way implies servility on the part of the junior.










Most of these customs developed for the same reason that good manners have been developed in society as a whole—they make dealings with people proceed more smoothly.

#### Grade Insignia (And Terms Of Address)

United States military officers and Civil Air Patrol officers wear the same grade insignia. Use these terms of address when speaking with airmen, NCOs, and officers. See the following tables for the grade name and insignia, terms of address, and abbreviations. These apply to CAP officers, NCOs and airmen, CAP cadet officers, NCOs and airmen, as well as United States Air Force airmen, NCOs and officers. Enlisted, NCOs and officers of other U.S. services may wear slightly different grade; insignia.

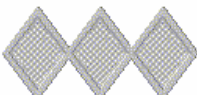

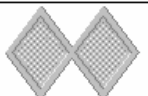







| USAF Officer/CAP Senior Member Grade Insignia |              |                 |  |
|---|--------------|-----------------|--|
| Grade   | Abbreviation | Form of Address |  |
| General of Service                            | Gen          | General         |              |
| General                                       | Gen          | General         |  |
| Lieutenant General                            | LG           | General         |             |
| Major General                                 | MG           | General         |             |
| Brigadier General                             | BG           | General         |             |
| Colonel                                       | Col          | Colonel         |             |
| Lieutenant Colonel                            | LtCol        | Colonel         |  (Silver)   |
| Major   | Maj          | Major           |  (Gold)    |
| Captain                                       | Capt         | Captain         |           |
| First Lieutenant                              | 1stLt        | Lieutenant      |  (Silver) |
| Second Lieutenant                             | 2ndLt        | Lieutenant      |  (Gold)   |

**Figure Three: Air Force/CAP Officer Grades**

| USAF Enlisted Grade Insignia and Forms of Address |              |                 |  |
|---|--------------|-----------------|--|
| Grade   | Abbreviation | Form of Address |  |
| Chief Master Sergeant of the Air Force            | CMSAF        | Chief           |    |
| Chief Master Sergeant                             | CMSgt        | Chief           |    |
| Senior Master Sergeant                            | SMSgt        | Sergeant        |    |
| Master Sergeant                                   | MSgt         | Sergeant        |    |
| Technical Sergeant                                | TSgt         | Sergeant        |   |
| Staff Sergeant                                    | SSgt         | Sergeant        |  |
| Senior Airman                                     | SrA          | Airman          |  |
| Airman First Class                                | A1C          | Airman          |  |
| Airman  | Airmn        | Airman          |  |

**Figure Four: Air Force Enlisted Grades**



| Grade                    | Abbreviation         | Form of Address | Insignia  | Ribbon  | Achievement                             |
|--------------------------|----------------------|-----------------|---|---|---|
| Cadet Colonel            | C/Col                | Colonel         |    |    | Spaatz Award                            |
| Cadet Lieutenant Colonel | C/Lt Col             | Colonel         |    |    | Eaker Award                             |
| Cadet Major              | C/Maj                | Major           |    |   | Operations Officer Achievement          |
| Cadet Captain            | C/Capt               | Captain         |   |   | Aerospace Education Officer Achievement |
| Cadet Captain            | C/Capt               | Captain         |   |   | Leadership Officer Achievement          |
| Cadet Captain            | C/Capt               | Captain         |    |    | Earhart Award                           |
| Cadet First Lieutenant   | C/1 <sup>st</sup> Lt | Lieutenant      |   |   | Public Affairs Officer Achievement      |
| Cadet First Lieutenant   | C/1 <sup>st</sup> Lt | Lieutenant      |   |   | Administration Officer Achievement      |
| Cadet Second Lieutenant  | C/2 <sup>nd</sup> Lt | Lieutenant      |   |   | Flight Commander Achievement            |
| Cadet Second Lieutenant  | C/2 <sup>nd</sup> Lt | Lieutenant      |  |  | Mitchell Award                          |









**Figure Five: CAP Cadet Officer Grades**

#### Grade Vs. Rank











You will often hear the terms grade and rank used interchangeably. However, they are not the same, and you should avoid using them incorrectly. Grade, as you have learned, is a level of achievement, and is indicated by particular insignia worn on the uniform. Rank, on the other hand, is based on how long you have held a certain grade, and, more importantly in CAP, your position. Positions can be staff assignments, such as Deputy Commander for Cadets; or they can be temporary assignments for a particular purpose, such as a project officer.

Let's take the example of a small Cadet staff, with a Cadet Captain (C/Capt), and a Cadet Major (C/Maj). The C/Maj is of a higher grade than the C/Capt, and, therefore, in most circumstances, is of higher rank as well. However, if the C/Capt was the squadron's Cadet Commander and the C/Maj is the squadron's Executive Officer (who reports to the Cadet Commander), then, during any normal squadron activity, the C/Capt, with his lower grade, is of a higher rank than the C/Maj due to his position in the squadron.

Positions can also be temporary. For example, if a project officer is chosen to plan and execute an activity, for the purpose of that activity, the project officer is of higher rank than most other squadron members. The Cadet Commander, probably the person who assigned (the project officer, is still of higher rank.)

|                              |         |                           |  |   |                       |
|------------------------------|---------|---------------------------|--|---|-----------------------|
| Cadet Chief Master Sergeant  | C/CMSgt | Chief, Sergeant, or Cadet |    |    | Armstrong Achievement |
| Cadet Chief Master Sergeant  | C/CMSgt | Chief, Sergeant, or Cadet |    |    | Goddard Achievement   |
| Cadet Senior Master Sergeant | C/SMSgt | Sergeant or Cadet         |   |    | Doolittle Achievement |
| Cadet Master Sergeant        | C/MSgt  | Sergeant or Cadet         |  |  | Lindberg Achievement  |

**Figure Six: CAP Cadet Senior Enlisted Grades**

|                          |         |                   |  |   |                          |
|--------------------------|---------|-------------------|--|---|--------------------------|
| Cadet Technical Sergeant | C/T Sgt | Sergeant or Cadet |    |    | Rickenbacker Achievement |
| Cadet Staff Sergeant     | C/SSgt  | Sergeant or Cadet |    |    | Wright Brothers Award    |
| Cadet Senior Airman      | C/SrA   | Airman or Cadet   |    |    | Feik Achievement         |
| Cadet Airman First Class | C/A1C   | Airman or Cadet   |    |    | Arnold Achievement       |
| Cadet Airman             | C/Amn   | Airman or Cadet   |  |  | Curry Achievement        |

**Figure Seven: CAP Cadet Enlisted Grades**

#### New Drill Instruction This Week

Hand Salute

Present Arms / Order Arms

#### Chapter Review Questions

1. One chevron represents what Cadet grade?
2. One silver bar is the insignia for what Senior Member grade?
3. Describe the insignia for the grade of Cadet Chief Master Sergeant?
4. Six chevrons is the insignia for which Cadet grade?
5. What Cadet grade is two diamonds?
6. You are at a squadron meeting and are walking alone outside when you pass Cadet Acosta wearing one silver pip. What do you do?
7. Imagine that Cadet Lisa Backstrom is C/ Project Officer for a CAP activity you are participating in. Your CAP grade is that of C/MSgt. Cadet Backstrom is a C/A1C. Who is in charge?

#### Answers to Chapter Review Questions

1. Cadet Airman; 2. First Lieutenant; 3. Eight chevrons(five down and 3 up); 4.Cadet Master Sergeant
5. Cadet Lieutenant Colonel; 6. Salute six paces prior to reaching of that officer and hold the salute until the salute is returned, or you are six paces past the officer.
6. The C/AIC is the assigned project officer, and is in charge. Your job is to support her leadership and follow orders. You have a higher grade than she does, but, for this activity, she outranks you due to her position as project officer.

# THE CAP UNIFORM

## Basic Concept Of The Cap Uniform

CAP members are authorized to wear a uniform similar to the U.S. Air Force uniform, the differences being that distinctive emblems, insignia, and badges are employed to identify the wearer as a member of CAP. These differences from the Air Force uniform are as prescribed by the Commander, Headquarters CAP-USAF, with the approval of Headquarters, USAF. The basic concept of the CAP uniform is a plain, but distinctive, dress with an absolute minimum number of badges, insignia, and devices authorized for wear on it.

The purpose of the uniform is to represent the United States of America. The uniform that you wear is the same as active duty service members with the exception of grade and CAP-specific insignia. The way you wear the uniform symbolizes your attitude toward your country, yourself, and others. Wear it proudly and properly.

## Wear Policy

All CAP cadets participating in the Cadet Program will wear the CAP uniform. The commander may specify the wear of a particular uniform type for the purpose of achieving a uniform appearance at squadron functions. It is the member's personal responsibility to equip himself with a proper uniform. You may be assisted by the unit in acquiring uniform parts through the CAP supply system. Cadets older than 18 years of age must meet CAP weight standards to wear the USAF military-style uniform.

## When the Uniform is Worn

The CAP uniform may be worn when engaged in normal duties as a CAP member. It may also be worn while attending local, area, or national CAP activities. You should also wear the uniform when flying in military or CAP aircraft, when making an appearance as part of a CAP group, when participating in CAP operational missions, ;in() when attending official government functions as a representative of CAP.

CAP members visiting military installations in uniform will make every effort to comply with local installation uniform policy. The local USAF-CAP liaison office or base Public Affairs Office may be contacted for information.

Civil Air Patrol members visiting Washington D.C. are required to wear the service dress uniform with the service coat.

You are never wrong when you wear the uniform your commander specifies.

## When Wear of the Uniform is Prohibited

You should not wear the CAP uniform in any environment or public place that may tend to discredit CAP or its members. In addition, you do NOT wear the uniform:

- More than 1 hour following the close of an activity, except for travel time to and from such activities for which that uniform is specified.

- When engaged in political activities.

- When engaged in paid employment not connected with CAP.

- When engaged in menial labor.

- When participating in sports events.

- When attending social functions having no relation to CAP.

- To school, except when allowed by your commander.

### Personal Responsibility

You must ensure that you present a well-groomed appearance that will reflect great credit upon CAP as the auxiliary of the United States Air Force. The alert cadet takes pride in the way the uniform is worn because the cadet realizes that a neat, well-groomed cadet attracts favorable attention wherever seen-at CAP meetings, in the local town, and especially in communities where the uniform is rarely seen. Likewise, the cadet who makes a poor appearance attracts unfavorable attention. There is only one way to wear the uniform: THE RIGHT WAY.

### Uniform Types

Within CAP there are two classifications of uniforms: military-style and CAP-distinctive. The CAP military-style uniform includes all service uniforms, dress uniforms, and BDUS. CAP-distinctive uniforms are those that are specific only to Civil Air Patrol, such as the CAP blazer, polo shirt, CAP flight suit with military grade insignia, or the blue utility uniform or flight suit.

### Basic Service Uniform

| Male   |                    |
|--|--------------------|
| Short-sleeve, light blue shirt   | Black dress socks  |
| Blue belt with silver buckle   | Dark blue trousers |
| Black oxford shoes with gloss shoes  | Blue flight cap    |
| Insignia: CAP nameplate, wing patch, grade insignia, and flight cap insignia |                    |

| Female   |                        |
|--|------------------------|
| Light blue overblouse  | Black dress socks      |
| Blue flight cap  | Dark blue skirt/slacks |
| Black oxford shoes/pumps with gloss shine                                    | Neutral nylon hose     |
| Insignia: CAP nameplate, wing patch, grade insignia, and flight cap insignia |                        |

The basic service uniform is the minimum required for CAP cadets to Possess. may be necessary for certain special activities.

Additional uniform items

### Proper Wear Of The Uniform

When uniforms are worn, they must be clean, neat, correct in design and specification, properly fitted and in good condition. Uniforms will be kept zippered, snapped, or buttoned, and shoes will be shined and in good repair. Metallic insignia, badges, and other devices must also be maintained in the proper luster and condition.

### Appearance In Uniform

Males - Articles such as wallets, pens, watch chains, pins, jewelry, handkerchiefs, combs, and sunglasses cases will not be worn exposed on the uniform. The wear of wristwatches and rings is permitted. Conservative sunglasses may be worn, except while in military formation. Ribbons, when worn, will be clean and not frayed. Wear of earrings, ornamentation on eyeglass lenses, or visible ornamentation around the neck is prohibited while in uniform,

Females - Uniform skirt lengths will be in keeping with the dictates of fashion and good taste, but with due regard to the dignity of the uniform. In any case, skirt lengths will be no higher than above the top of the kneecap, or lower than the bottom of the kneecap. Skirts will hang freely and loosely. Pens, pencils, pins, handkerchiefs, and will not be worn or carried exposed on the uniform. Small, round, conservative gold, white pearl, or silver jewelry earrings may be worn on a daily basis with all service and dress uniforms. Also, small, plain, healing posts must be worn during the healing period. Only one earring or healing post may be worn on or in each earlobe. Other visible ornaments around the neck or the head, ornamentation on the eyeglass lenses, and ankle bracelets are prohibited. Wristwatches and rings are permitted. Conservative

sunglasses may be worn, except while in military formation. Ribbons, when worn, will be clean and not frayed.

#### Grooming standards

**Males** - Hair will be clean, well groomed, and arranged in an orderly manner. It will look natural if dyed, and have a tapered appearance on the sides and back, both with and without headgear. (A tapered appearance is one that when viewed from any angle outlines the individual's hair so that it conforms to the shape of the head, curving inward to the termination point.) The bulk (thickness or depth of the mass of hair) will not exceed 1/4 inch at the termination point. Hair must not contain an excessive amount of grooming aids such as grease, creams, oils, or sprays, nor may it be dyed in an abnormal color or in such a manner as to present an unnatural appearance. The hair will not touch the eyebrows when groomed, or protrude in front below the band of properly worn headgear. It must not touch the ears when groomed, and only the closely cut or shaved hair on the back of the neck may touch the collar. Hair must not interfere with the proper wear of headgear, and may not exceed 1 1/2 inches in bulk, regardless of length. It must not be worn in an extreme or fad style (mohawk, etc.). Sideburns must be neatly trimmed and tapered in the same manner as the haircut, be straight and of even width, and end in a clean-shaven horizontal line. Sideburns may not extend below the lowest part of the exterior car opening. Cadets are not authorized mustaches or other facial hair.

Tapered

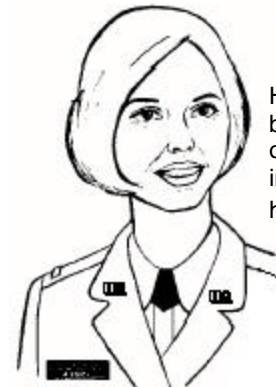


SIDEBURNS -  
trimmed and  
tapered

**Figure Seven: Grooming Standards-Male**

A common hairstyle for males is the "high-and-tight", which is tapered on all sides and trimmed closely at the top. This is not a requirement, but is an easily maintained, simple hairstyle.

**Females** - Hair will be clean, well groomed, and arranged in an orderly manner. It will look natural if dyed. Hair must not contain an excessive amount of grooming aids such as grease, creams, oils, or sprays, nor may it be dyed in an abnormal color or in such a manner as to present an unnatural appearance. The hair will not touch the eyebrows when groomed, or protrude in front below the band of properly worn headgear. An exception to this is that hair must be visible in the front of the women's beret, and may be visible in front of the woman's flight cap. It must not be worn in an extreme or fad style (mohawk, etc.), or exceed 3 inches in bulk or interfere with the proper wear of headgear. It also may not be arranged in styles that include hair ornaments such as ribbons or jeweled pins, however, plain pins, combs, and barrettes similar in color to the individual's hair may be worn to keep the hair in place. Hair on all sides may not extend below an invisible line drawn parallel to the ground at the bottom edge of the shirt collar at the back of the neck. Also, cosmetics must be conservative and in good taste.



Hair does not extend  
below lower edge  
of collar or  
interfere with  
headgear.

**Figure Eight: Grooming Standards-Female**

A common hairstyle for females is the "French-braid." This is proven to be acceptable for individuals with long hair and still allows proper wear of the headgear. Headgear should be purchased with this in mind.

#### Uniform Tips

- Do not mix civilian clothing with CAP uniforms.
- Avoid unauthorized mixing of uniform items.
- Wear your cap whenever you are outdoors. Headgear is not worn indoors.

Do not wear sunglasses in formations.

Wear only authorized insignia and decorations

Center the wing patch on the epaulet of the shirt 1/2 inch below the seam.

Grade insignia and the "CAP" collar insignia should be placed 1 inch (male) or 5/8 inch (female) from the leading edge of the collar, perpendicular with the leading edge. (1 inch for all personnel on BDU uniforms.)

Grade is always "right", that is, on the right side of the uniform.

The belt goes through the loops from the left (for males) and through the loops from the right (for females), and fastens through the buckle so that the entire tip shows with no blue material visible.

Keep your shirt, coat or jacket buttoned at all times.

Place a stiff piece of cardboard or plastic (white plastic from an orange juice container works great) behind your grade, cutouts, ribbons, nameplate and other insignia. This keeps the material of the shirt flat, presenting a better appearance.

#### Care Of The Uniform

Keep your uniform clean, neat and pressed, and, preferably, starched. Trim loose strings and frayed areas.

Don't use "stitch-witch" or other product to attach patches and insignia. This ruins the uniform and the patch.

Clean and shine your shoes or boots before storing them. It is more difficult to shine shoes where dust has had an opportunity to sit on the leather. Also, remove mud or other debris as soon as possible after wearing the shoes or boots. If it hardens, it is much more difficult to remove and may damage the leather

Use a medium heat setting when ironing your uniform. Hotter is not necessarily better.

Have your uniform cleaned when it is dirty. Take your wool uniform parts (trousers, skirt, flight cap, ties) in for dry cleaning.

Wash uniform parts before attaching sewn-on insignia. Wash the insignia, too. This shrinks the fabric and prevents "puckering."

Fold the ends of name tags under instead of cutting them off. This prevents frayed ends and looks neater.

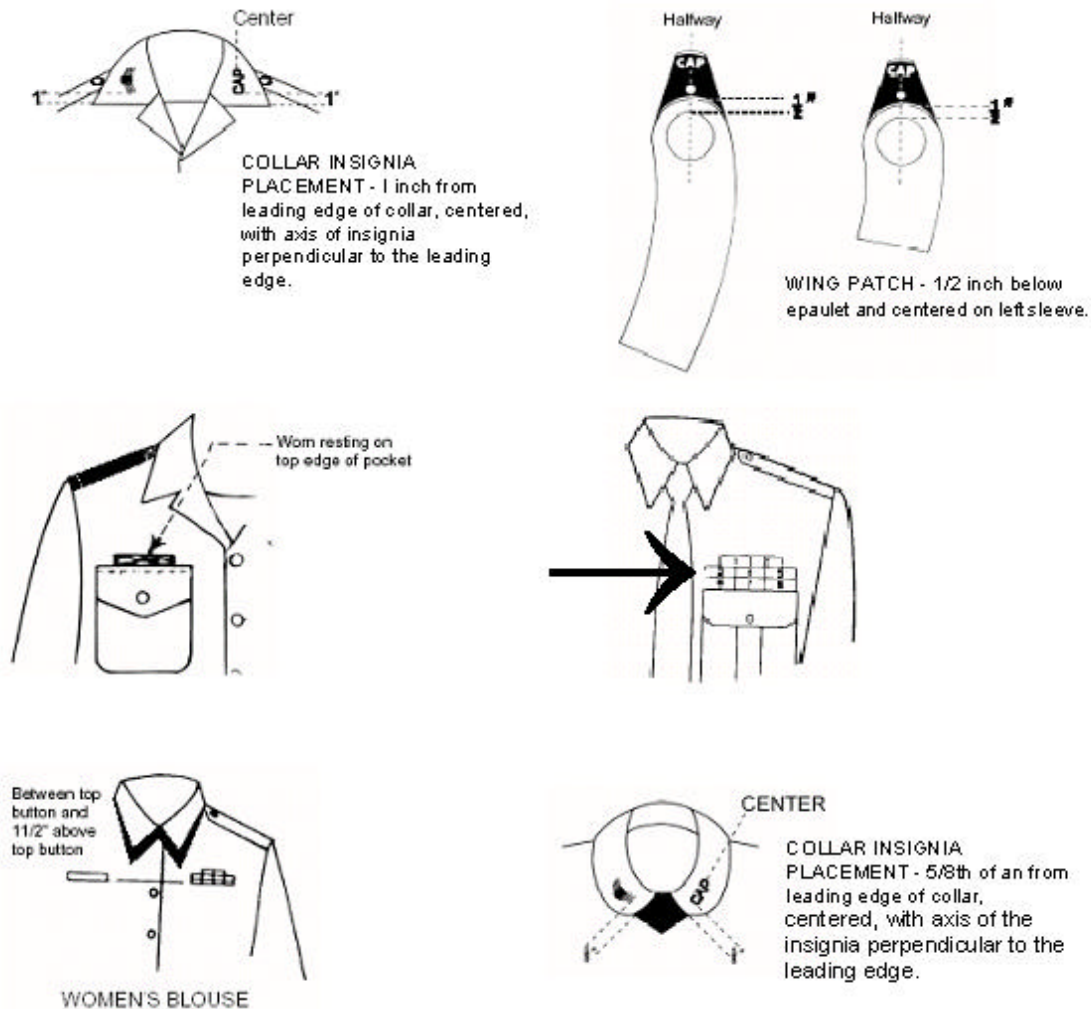
#### Basic Service Uniform - Male

This is the basic service uniform that all male cadets in CAP are required to have. It is worn when your commander specifies. It will be kept clean and free of lint. Shoes will be shined to a high gloss, trousers and shirts

GIGLINE and MILITARY TUCK -Gigline formed by the line of the front of shirt, edge of belt buckle and fly of trousers. Military tuck is created by tight tucking of the shirt, with tightest area in the front. No wrinkles or creases should show in front of shirt.

CAP DEVICE - 1 1/2 inches back from front edge, centered vertically.

FLIGHT CAP- Worn tilted slightly to the right, and two fingers above eyebrow.



**Figure Nine: Uniforms**

#### Basic Service Uniform - Female

This is the basic service uniform that all female cadets in CAP are required to have. It is worn when your commander specifies. It will be kept clean and free of lint. Shoes will be shined to a high gloss, and the shirt will be pressed with one crease down each shirtsleeve.

**SKIRT LENGTH** - Skirts shall be hemmed to fall not more than 1 inch above or below the kneecap.  
**SLACKS** may be worn instead of a skirt.

**CAP DEVICE** - 1 1/2 inches back from front edge, centered vertically.

**FLIGHT CAP** - Worn centered on the head, tilted slightly to the right. Hair may protrude from the front.

**FEMALE BLUE SHIRT (Open Collar)** - female short-sleeve may be worn without collar tab with collar open.

#### Battle Dress Uniform - Male & Female

The Battle Dress Uniform (BDU) is a field or work uniform. It is not worn as a duty uniform when other uniforms may be more appropriate. It is worn when your commander specifies. Boots will be highly spit shined, shirt and trousers will be starched with one crease down the shirt sleeve and the front and back of the trouser legs.



COLLAR INSIGNIA PLACEMENT - 1 inch from leading edge of collar, centered, with axis of insignia perpendicular to the leading edge.

NAMETAPE AND CAP TAPE - Nametapes and CAP tapes worn flush on top of the pocket with the ends of the tapes folded over even with the ends of the pockets.

FIELD JACKET - Insignia on the field jacket is worn in a similar manner to the BDU shirt. The field jacket must be worn with all pockets and zippers secured.

COMBAT BOOTS - Trousers will be evenly bloused over top of the combat boots. Boots will be laced up with laces tucked into the top of the boot.

BDU CAP - Worn square on the head, two fingers above the eyebrows. No hair may show in front.

WING PATCH - 1/2 inch below seam and centered.

ROLLING SLEEVES - Sleeves will be worn rolled during summer months if conditions permit. Sleeves will be worn with camouflage material showing

#### Chapter Review Questions

1. When may the CAP uniform be worn?
2. When may the CAP uniform not be worn?

#### Answers to Chapter Review Questions

1. The CAP uniform may be worn when engaged in normal duties as a CAP member. It may also be worn while attending local, area, or national CAP activities. A CAP uniform shall be worn while flying in military or CAP aircraft, when making an appearance as part of a CAP group, when participating in CAP missions, and when attending official government functions as a representative of CAP.
2. More than one hour following the close of an activity, except for travel time to and from such activities for which that uniform is specified, when engaged in political activities, when engaged in paid employment not connected with CAP, when engaged in menial labor, when participating in sports events, when attending social functions having no relation to CAP, to school, except when allowed by your commander.

## DRILL-MARCHING VARIATIONS

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### New Drill Instruction This Week

Change Step March

Route Step March

At Ease March

Double Time March

Quick Time March

To-the-Rear March

Mark Time March

Half Step March

Right/Left Step March

Right/Left Flank March - from halt or moving,

Column Left/Right

REVIEW ALL PREVIOUS DRILL COMMANDS

## PHYSICAL FITNESS AND TRAINING

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### *General:*

Your level of physical fitness has direct impact on your ability to meet all aspects of the cadet program. The many activities and missions of CAP that may involve cadets emphasize the importance physical fitness plays. Not only are physically fit cadets essential to CAP, they are more likely to have enjoyable, productive lives.

### Components Of Fitness

Physical fitness is the ability to function effectively in physical work and training and still have enough energy left over for recreational and leisure activities.

The components of physical fitness are:

Cardiorespiratory Endurance (CR) - The efficiency in which the body delivers oxygen and removes waste from cells.

Muscular Strength - The greatest amount of force a muscle or muscle group can exert in one effort.

Muscular Endurance - The ability of a muscle group to perform repeated movements with sub-maximal force for an extended period of time.

Flexibility - Ability to move the joints or any group of joints through a normal range of motion.

Body Composition - The amount of total body fat in comparison to total body mass. Improving the first three will have a positive impact on Body Composition. Improvements in all areas will impact "motor fitness," attributes such as eye-hand coordination, agility, muscle power, and speed.

### Exercise

The basic principles of exercise apply to everyone at all levels of physical training, from the Olympic athlete to the weekend jogger. Adherence to these principles is the basis of any effective exercise program.

Regularity - You should strive to exercise at least three times a week. Infrequent exercise can do more harm than good. Regularity is important in resting, sleeping, and following a good diet.

Progression - Intensity and/or duration of exercise must gradually increase to improve levels of fitness.

Balance - Activities should address all fitness components, since overemphasizing one may hurt others.

Variety - This reduces boredom and increases motivation and progress.

Specificity - Training geared toward a specific goal is more likely to achieve the desired results. For example: to improve running, cadet's training program should emphasize running. It should be noted that variety and balance should still apply.

Recovery - A hard day of training for a given component should be followed by an easier training day or rest day for that component to permit recovery.

Overload - The workload of each exercise session must exceed the normal demands placed on the body.

### Flexibility

Developing and maintaining flexibility is an important part of a physical training program. Stretching during the warm-up and cool down phases of exercise helps maintain overall flexibility. Stretching should not be painful, but you should feel the extension of the muscles. Comparison of one person's flexibility to another should not be done due to differences in anatomies. Cadets with poor flexibility may injure themselves if they try to stretch as far as others. You will learn about stretching and exercising as you progress in the CBT program. Additional references, exercises and stretches may be found in CAP Manual-18, Cadet Physical Fitness Testing.

### The Cadet Physical Fitness Test (CPFT)

The CPFT is a four-event physical training test that is the primary instrument for evaluating the fitness level of each cadet. It is structured to assess flexibility, the muscular endurance of specific muscle groups, and the functional capacity of the cardiovascular system.

Category I cadets must meet the performance standards listed in CAPP 52-18 for the mile run or shuttle run, plus two of the three other CPFT events (curl-ups, push-ups, and the sit-and-reach) to pass the CPFT.

| PHASE I ACHIEVEMENTS 1 – 3 & THE WRIGHT BROTHERS AWARD |       |       |       |      |      |      |      |      |         |       |       |       |       |       |       |       |
|--|-------|-------|-------|------|------|------|------|------|---------|-------|-------|-------|-------|-------|-------|-------|
|  | MALES |       |       |      |      |      |      |      | FEMALES |       |       |       |       |       |       |       |
| AGE  | 10    | 11    | 12    | 13   | 14   | 15   | 16   | 17+  | 10      | 11    | 12    | 13    | 14    | 15    | 16    | 17+   |
| SIT & REACH  | 20    | 21    | 21    | 20   | 23   | 24   | 25   | 28   | 24      | 24    | 25    | 24    | 28    | 31    | 30    | 31    |
| CURL UPS   | 30    | 31    | 34    | 36   | 39   | 38   | 38   | 38   | 25      | 27    | 29    | 30    | 31    | 30    | 30    | 28    |
| PUSH UPS   | 10    | 11    | 12    | 16   | 18   | 22   | 24   | 26   | 10      | 10    | 9     | 9     | 9     | 11    | 11    | 12    |
| SHUTTLE RUN  | 12.4  | 12.0  | 11.2  | 10.8 | 10.5 | 10.2 | 10.0 | 9.9  | 13.1    | 12.5  | 12.1  | 11.8  | 11.9  | 11.7  | 11.7  | 11.7  |
| MILE RUN   | 11:40 | 11:25 | 10:22 | 9:23 | 9:10 | 8:49 | 8:37 | 8:06 | 13:00   | 13:09 | 12:46 | 12:29 | 11:52 | 11:48 | 12:42 | 12:11 |

**Figure Ten: PT Standards**

It should be noted that this is the MINIMUM requirement to pass the CPFT for Achievement One. You should strive to excel and do better than the minimums. The point levels increase with each achievement, culminating at the Spaatz Examination (300 points total, 100 in each area. The maximum score.)

#### Fitness Categories

Cadets in the CAP Cadet Program are grouped into four fitness categories (CAPP52-18):

**Category I - Unrestricted.** A cadet in this category is determined to be in good health and may participate in the physical fitness program without restriction.

**Category II - Temporarily Restricted.** A cadet in this category is determined by the squadron commander to be temporarily restricted from parts or all of the CPFT due to a condition or injury of a temporary nature. Temporary conditions include broken bones, post-operative recovery, obesity, and illness. Cadets normally will not exceed six months in this category without reevaluation. Cadets temporarily restricted from a portion of the CPFT are still required to complete and pass the events they are not restricted from. Cadets in this category will not attempt the CPFT required for the Wright Brothers, Mitchell, Earhart, or Eaker Awards, or be administered the Spaatz examination until they return to Category I or are determined by a physician to meet the Category III or IV conditions listed below.

**Category III – Partially Restricted.** A cadet in this category is determined to be indefinitely or permanently restricted from a portion of the cadet physical fitness program due to a medical condition or injury chronic or permanent in nature as certified by a physician. Cadets are still required to complete and pass the CPFT events they are not restricted from. A cadet placed in Category III will attach a certification of the medical limitation from a physician with an endorsement from the squadron commander to the CAPF 52-1, 52-2, 52-3, 52-4, or Spaatz examination when submitted to national headquarters. Use of the CPFT waiver request included in CAPP 52-18 is suggested.

**Category IV- Indefinitely Restricted.** A cadet in Category IV is determined to be indefinitely or permanently restricted from participation in the entire physical fitness program due to a medical condition or injury of a permanent nature as certified by a physician. Cadets in this category are exempt from all CPFT requirements indefinitely. A cadet placed in Category IV will attach a certification of the medical limitation from a physician with an endorsement from the squadron commander to the CAPF 52-1, 52-2, 52-3, 52-4, or Spaatz examination when submitted to national headquarters. Use of the CPFT waiver request included in CAPP 52-18 is suggested.

#### New Drill Instruction This Week

Eyes Right - from halt or moving  
Ready Front

# MISSION, HISTORY, AND ORGANIZATION OF CAP

## The Missions Of Civil Air Patrol

The purpose of Civil Air Patrol, as stated in Article VI of the Civil Air Patrol Constitution, are as follows:

To provide an organization to encourage and aid American citizens in the contribution of their efforts, services, and resources in the development of aviation and in the maintenance of aerospace supremacy.

To provide an organization to encourage and develop, by example, the voluntary contribution of private citizens to the public welfare.

To provide aviation and aerospace education and training, especially to its senior and cadet members.

To encourage and foster civil aviation in local communities.

To provide an organization of private citizens with adequate facilities to assist in meeting local and national emergencies.

To assist the Department of the Air Force in fulfilling its noncombat programs and missions.

From this broad "objects and purposes", the three-part Civil Air Patrol mission may be stated more specifically:

Aerospace Education

Emergency Services

Cadet Program

## Aerospace Education

CAP aerospace education programs permeate most of CAP's functions in one way or another. There are two distinct aerospace education (AE) programs.

One is directed at CAP members and is known as the Internal Aerospace Education Program. It includes the cadet aerospace program and the Aerospace Education Program for Senior Members (AEPSM), and is designed to provide a general knowledge of all aerospace activities, along with the resultant impact of aerospace activities upon our society. The internal AE program is based on activities and study and is enriched by guest lecturers, visits to aerospace facilities, and practical experience with aerospace equipment such as model rockets and flights to contemporary aircraft.

All other CAP Aerospace Education activities are considered External Aerospace Education. Participating in this category are educational institutions wishing to include aerospace in their curricula; CAP furnishes guidance and materials. Aerospace education to the general public is provided through exhibits and demonstrations and cooperative programs with business, fraternal, civil and service organizations-all of which is conducted as a public service. One of the most notable examples of the CAP External AE program is the National Congress on Aviation and Space Education which is co-sponsored each year by Civil Air Patrol, the Federal Aviation Administration, and the National Aeronautics and Space Administration (NASA).

## Emergency Services

The Civil Air Patrol's talents have augmented the Air Force in search and rescue and disaster relief since CAP's formation in 1941. It has always been there to assist the nation in times of disaster or in an emergency situation where its resources-both personnel and equipment-could be used. The primary mission objective of the Emergency Services program is to save lives and reduce human suffering. The Emergency Services mission includes Search and Rescue (SAR), Disaster Relief (DR), Civil Defense, Humanitarian Aid, and Counter-Drug (CD) Support.

### Search and Rescue

Civil Air Patrol is involved in about 90% of all searches directed by the Air Force Rescue Coordination Center at Langley AFB, Virginia and is the primary resource for inland SAR in the United States. All CAP members who participate in SAR operations are volunteers who have been highly trained in specialty areas such as life-saving, air search operations, direction finding and communications. SAR units are "on call" for missions throughout the state; however, most are alerted and assigned to missions nearest their normal area of operations for purposes of terrain familiarity and coordination with local law enforcement personnel.

### Disaster Relief

Civil Air Patrol cooperates with the Federal Emergency Management Agency (FEMA), the American Red Cross and other local, state, regional and national agencies to provide relief functions at the various levels in the event of a local, state or national emergency. DR efforts are very similar to the SAR mission, however, the overall control of the mission may rest with another agency. CAP always retains command of CAP resources in this case. Civil Air Patrol also supports the Military Support to Civil Authorities (MSCA) during peacetime and is tasked for support through the US Air Force Reserve and the Air Force National Security Emergency Preparedness (AFNSP) Office at Ft. McPherson, Georgia.

### Civil Defense

During a declared wartime emergency, Civil Air Patrol would support the Military Support of Civil Defense (MSCD) program and receive tasking from the state Adjutant General through an Air Force officer on the state staff.

### Humanitarian Aid

CAP state and local agreements provide for Civil Air Patrol flights for the purpose of transporting blood, transplant organs and patient evacuation, among others. National agreements with the American Red Cross provide immediate response to transport needs.

### Counter-Drug Support

Civil Air Patrol supports the Drug Enforcement Agency and the US Customs Service as well as state agencies in the search for illegal narcotics in the United States. CAP support is limited to flights involving aircraft patrol and reconnaissance. Civil Air Patrol personnel are not permitted to participate in CD ground operations.

### Cadet Program

The purpose of the CAP Cadet Program is to develop dynamic young Americans and aerospace leaders through a common interest in aviation. The cadet program is designed for young people between the ages of 12 and 21. It is comprised of four "phases," allowing the cadet to progress from Cadet Basic to Cadet Colonel, and permitting all cadets to:

- Participate in varied special activity programs.

- Develop the knowledge, skills, and attitudes necessary for understanding the total impact of air and space vehicles on society.

- Learn self-discipline through study of leadership practices and military training.

- Understand and appreciate the moral issues of our time through discussion and debate.

- Become and remain physically fit through a special aerobics program.

The cadet program is comprised of five different areas:

Activities - Cadets must attend Civil Air Patrol activities in order to proceed through the cadet program. Cadets may participate in a variety of activities including regular squadron meetings, Wing, Region and National special activities, an annual summer encampment (and occasional winter encampments), flight training programs, search and rescue training and a host of other events. Participation in these activities is a must for achievement progression. For completion of Phase II, cadets must attend an encampment and participate on either a color guard or a drill team.

Aerospace Education - The Cadet Aerospace Education program (part of the "internal" AE program) is designed to educate cadets on the impact of aerospace on today's society and the future. Cadets are expected to study the six chapters of the cadet aerospace text and are tested on each chapter as part of the advancement process. A passing score of 70% must be obtained for completion of the aerospace portion of an achievement.

Leadership - The cadet leadership text, *Leadership: 2000 and Beyond*, provides a comprehensive text from which cadets may draw knowledge. Subjects include military leadership, proper wear of the CAP cadet uniform, drill and ceremonies and customs and courtesies. Cadets are tested on each of the fifteen chapters as they progress through the fifteen achievement of the cadet program. A passing score of 72% must be achieved for completion of the leadership requirements for each achievement. Cadets are also accorded practical experience during progression in the cadet program through assignments within the unit.

Moral Leadership - The CAP Moral Leadership program involves the unit Chaplain and allows cadets to examine their own moral standards and values in the framework of a general discussion. Cadets must participate satisfactorily in the Moral Leadership discussions for credit in this area. Moral Leadership sessions occur at least once per month and cadets are selected to act as discussion leaders and recorders.

Physical Fitness - Physical fitness is an important aspect of self-discipline and allows an individual the stamina and energy to complete the assigned mission. Physical fitness includes calisthenics and a test for each achievement. The test consists of a one-mile timed run, a sit-up event, and a sit-and-reach event. Each event must be completed in the prescribed time, repetitions or distance for the cadet's age and achievement level. Cadets who are ineligible to participate in the physical fitness program must be screened by a doctor for inclusion into the fitness categories explained in Civil Air Patrol Regulation 52-16, Cadet Program.

#### Achievement Progression

Cadets progress through 16 achievements divided into four program phases, in which their skills and knowledge are applied and tested in the five areas above. At the completion of each achievement, the cadet may be promoted to that grade (see CAP Manual 52-16, Figure 2-1). During the course of these achievements, cadets fulfill various leadership roles and assume certain responsibilities throughout the squadron.

Phase I is the Learning Phase of the cadet program. Cadets in Phase 1 of the cadet program should commit themselves to completing the self-study portion of Achievement One, the General J.F. Curry Achievement. It is during this phase that cadets learn about the military aspects of cadet life, such as wear of the uniform, drill and ceremonies, and customs and courtesies. It should be noted that under the provisions of CAP Regulation 52-16 (Cadet Program Management) cadets must comply with CAP grooming and dress standards before completion of Achievement One and Phase 1. Phase I is completed after Achievement 3 when cadets successfully pass the Wright Brothers exam, the first "milestone" in CAP.

Phase II is known as the Leadership Phase. As such it comprises five achievements of the Cadet Program. Self-study of the leadership text continues, along with the physical fitness and moral leadership requirements. It is in this phase that cadets are introduced to the Civil Air Patrol aerospace education program, and the cadet aerospace modules, *Aerospace: Dimensions*. Testing on the aerospace text begins with Achievement Two and continues to the comprehensive aerospace examination at the end of Phase II. Cadets who successfully complete Phase II are promoted to the grade of C/2Lt and are awarded the General Billy Mitchell Award, the second "milestone" award in the CAP Cadet Program.

Phase III, the Command Phase, is the beginning of cadet officer training. Each of the three achievements is named after a squadron staff position. The aerospace requirement is replaced with a "Staff Duty Analysis" (SDA) that includes study of Civil Air Patrol manuals, regulations and

directives. Cadets work with staff officers to learn more about each staff position. At the culmination of Phase III is the Amelia Earhart examination. This comprehensive examination covers both leadership, SDA and aerospace topics. Cadets who successfully complete this examination are awarded the Amelia Earhart Award and move to Phase IV of the Cadet Program.

Phase IV is known as the Executive Phase of the Cadet Program. It involves five achievements, also named after squadron staff positions. Cadets who successfully complete all four achievements are awarded the General Ira C. Eaker Award, signifying completion of the CAP Cadet Program.

Cadets who complete the Cadet Program are then eligible to take the General Carl A. Spaatz examination, a four-part comprehensive examination covering leadership, aerospace, moral leadership and physical fitness. Cadets who successfully complete this examination are awarded the Civil Air Patrol Cadet Program's highest award: The General Carl A. Spaatz Award with a promotion to the grade of Cadet Colonel.

### The History Of Civil Air Patrol

#### **World War II**

Although Civil Air Patrol became an official defense activity before Pearl Harbor, its roots reach back several years earlier. During the late 1930's, US civilian aircraft pilots, aviation mechanics, and others became increasingly concerned about the international situation, particularly in Europe. The late Gill Robb Wilson, an aviation writer and pilot, noted the growing role of air power in the armed forces in Europe. Wilson suggested plans for organizing civil aviation to help in the defense of the United States. CAP, itself, did not become fully operational until a board of Air Corps officers and civilian consultants under the chairmanship of General George C. Staterneyer and attached to the Office of Civilian Defense (OCD), voted favorably on Gill Robb Wilson's proposal.

On 1 December 1941, Fiorello H. LaGuardia, the late mayor of New York and director of the OCD, signed the order that created CAP and made it a very real part of the war effort. Gill Robb Wilson became the first executive director and Maj. Gen. John F. Curry, US Army Air Corps, was designated as the organization's first commander.

As an experiment, in 1942 CAP began flying coastal patrol missions to assist the U.S. Navy in combating the German submarine menace. Soon, there were 21 bases spread along the U.S. Atlantic and Gulf coasts. The credit for the first CAP "kill" goes to Captain Johnny Haggins and Major Wynant Farr, flying a Grumman Widgeon out of Atlantic City, New Jersey. They dropped two depth charges on a German sub, sinking it approximately 25 miles off the coast of the United States. During the 18-months of the coastal patrol "experiment," CAP members logged an impressive record: 173 enemy subs sighted, 83 bombs or depth charges dropped on 57 of those, and two sunk! Also, CAP had flown more than 86,000 missions for a total of 244,600 hours-more than 24 million miles! CAP also summoned help for 91 ships in distress and for 363 survivors of submarine attacks.

During World War II, CAP members in more than 1000 communities provided flying orientation to more than 78,000 aviation cadets and prospective recruits. CAP pilots also acted as special couriers, towed aerial targets for anti-aircraft batteries and searchlight crews, performed search and rescue missions, and patrolled America's land borders from the air. They offered their time, their airplanes, and their talents, and by V-J (Victory - Japan) Day in 1945, 64 CAP members had given their lives for their country.

The Cadet Program had its beginnings in 1942. Each person in CAP was permitted to sponsor a boy or girl into the program. There were many restrictive membership requirements designed to hold down membership until a firm base could be established. Within six months of the program's onset, over 20,000 cadets were attending weekly meetings in schoolrooms and other places, studying in groups or right alongside senior members. In all, recruiting these 21,000-plus cadets



had cost CAP National Headquarters less than \$200--mostly on reproduction of regulations and membership cards.

### 1945 to the Present

The response of American youth to the Civil Air Patrol was one of the factors that helped lead to the transfer of CAP's command jurisdiction from the OCD to the War Department on 29 April 1943. CAP's demonstrated abilities prompted Congress to incorporate it in 1946 with the passage of Public Law 476, establishing Civil Air Patrol as a private, benevolent, non-profit corporation. The stated purposes and objectives of the organization formed the cornerstone of the missions of CAP today. On 26 May 1948, Civil Air Patrol was established as the official auxiliary of the newly formed United States Air Force under Public Law 557.

In 1959, Civil Air Patrol was transferred from Headquarters, USAF to the Continental Air Command (CAC). This change only affected the U.S. Air Force officers, airmen and civilian employees assigned to support CAP, as the rest of the national structure remained unchanged. However, the change served to strengthen CAP's bond to the Air Force since CAC also controlled the Air Force Reserve. In 1968, CAP again was transferred, this time to Headquarters, USAF, when CAC was abolished, and following another organizational change in 1976 was placed under the education command, Air University.

On 1 July 1991 the newly formed Air Education and Training Command took the Civil Air Patrol under its wing as the Air University was absorbed by that command.

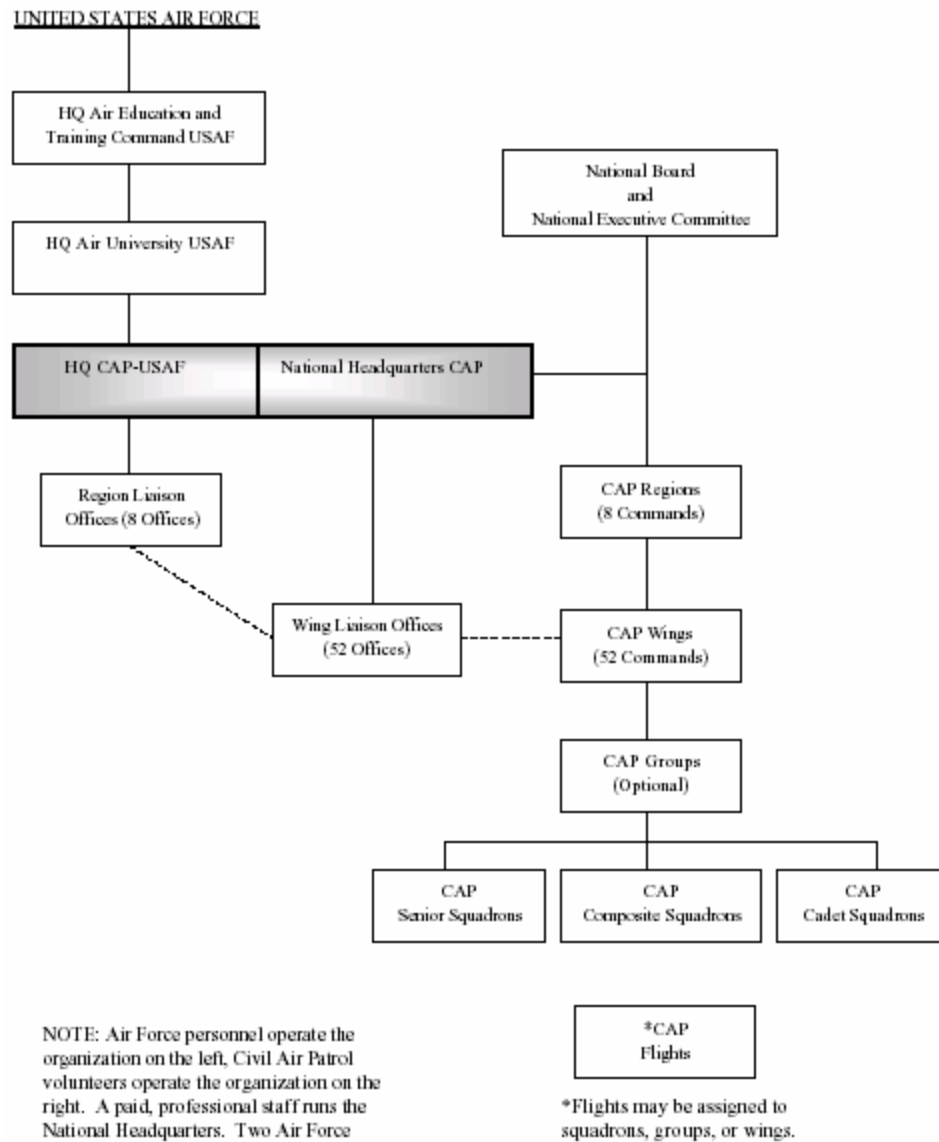
### The Organization Of Cap

The CAP national headquarters is at Maxwell AFB, Alabama. A national board consisting of the national commander, his staff, and the region and wing commanders, governs the CAP. The CAP organization parallels that of the US Air Force in that it has wings, groups, squadrons, and flights. The eight geographical regions are subdivided into the states that fall within their boundaries and each state is classified as a wing. The District of Columbia and Puerto Rico are also designated as wings, bringing the total nationwide to 52 wings. (50 states + DC and PR = 52 wings). (See Figure Eleven)



Figure Eleven: CAP regions

The organizational structure of Civil Air Patrol is show in Figure Eight -2 - Organization of CAP from HQ-USAF to Squadrons.



**Figure Twelve: Organization**

At the top of the Civil Air Patrol command structure is the highest governing body in CAP, the National Board. The National Board consists of the 52 wing commanders, the 8 region commanders, the National Commander, the National Vice Commander, the National Chief of Staff, the National Finance Officer, and the National Legal Officer, and the Senior Air Force Advisor for a total of 66 officers. The National Board meets twice annually, once at the National Board meeting held somewhere in the US, usually in August, and once in March at another location.

#### National Executive Committee

The National Executive Committee (NEC) is a subordinate governing body of the National Board. The NEC is composed of the same officers listed above for the National Board, but without the 52

wing commanders. The NEC also elects the National Chief of Staff, the National Finance Officer, the National Legal Officer and the Wing Commanders.

#### Senior Air Force Advisor and Commander, CAP-USAF

The Senior Air Force Advisor wears "two hats" since, as an Air Force officer, he is the Commander, Headquarters CAP-USAF and is the military commander of the field liaison staff of USAF personnel and DOD civilians assigned to HQ, CAP-USAF at Maxwell AFB, AL as well as a member of the National Board and NEC.

#### CAP Region

The Region is the second level of command in the CAP structure. There are eight regions encompassing the fifty states plus the District of Columbia and Puerto Rico. The Region Commander is a colonel who is appointed by the National Commander. At this level, also, there exists an Air Force liaison office that is an extension of the advisory service provided by HQ, CAP-USAF. The Air Force Liaison Region Commander and his staff advise the Region Commander in areas such as administration, operations, organization and aerospace education.

#### CAP Wings

This is the command level assigned to each state, the District of Columbia and the Commonwealth of Puerto Rico. Wing Commanders are elected by the National Executive Committee and hold the CAP grade of colonel. The Wing Commander may appoint a staff to assist in the coordination of the Civil Air Patrol missions on a state level. Additionally, there is an Air Force liaison office assigned to each wing. Its function is essentially the same as the region office.

#### CAP Groups

The organizational unit of group is established by wing commanders when they determine a need for them such as a large geographic area or a large number of subordinate units that cannot be managed by a single office. There must be a minimum of five squadrons in each group formed. Group Commanders are appointed by the Wing Commander and are usually majors or lieutenant colonels.

#### CAP Squadrons

The squadron is the very heart of Civil Air Patrol. It is CAP's basic operational unit that actually carries out the plans and programs formulated by higher headquarters. Squadrons are trained in various mission areas to assist the communities, state and nation in times of natural disaster, aircraft accidents, national emergencies, and war.

Squadrons recruit new members into Civil Air Patrol; they provide the instruction of aerospace and leadership to cadets. Squadrons ARE the Program!

There are three basic types of squadrons: senior squadrons, composed mostly of senior members; cadet squadrons, which primarily deal with the cadet program; and composite squadrons, which combine all aspects of both the senior and cadet programs, with one commander and staff.

#### CAP Flights

Flights, as a separate organizational unit, are formed when the need exists for a CAP unit in a particular area but there is an insufficient number of members to form a squadron. A flight may be composed of up to 14 CAP members. A flight may report directly to a squadron, group or wing. Each flight so established has as its goal to increase its membership so that it may become a squadron.

A flight is also a unit subordinate to a squadron in drill and ceremonies.

### Chain of Command

Civil Air Patrol, like any military organization, has a "chain of command." Information and command responsibility follow this route. At the top is the Commander-in-Chief, who is always the President of the United States.

The chain of command continues down through the Department of Defense (Secretary of Defense and Secretary of the Air Force) to the Chairman of the Joint Chiefs of Staff, a general from one of the four branches of the armed forces who oversees the overall planning and direction of the U.S. military forces. The next echelon is the Chief of Staff of the US Air Force, one of the members of the Joint Chiefs of Staff and the top officer of the Air Force.

The Air Education and Training Command is the next level in the chain. An Air Force major command (MAJCOM), it is commanded by an Air Force General. CAP's Senior Air Force Advisor is the commander of CAP-USAF, the joint U.S. Air Force / CAP headquarters, and is the last Air Force officer in the chain of command.

The CAP National Commander is a Civil Air Patrol officer, as are the region and wing commanders.

Since the chain of command changes frequently, space is provided here to write in the individuals who are currently in your chain of command.

The chain of command is an important part of the lines of authority within CAP. Without it, chaos would result. It is customary for information and orders to travel up and down the chain of command, however, it is a breach of military protocol to "jump" the chain of command. If you have a problem which requires you to speak to someone higher in your chain of command, you must first request permission to do so from your immediate superior (squad leader, flight commander, etc.). Only in certain clearly defined circumstances, it is permissible to go "over your superior's head." These will be explained to you in the course of your training.

### Chapter Review Questions

1. There are four Phases in the CAP Cadet Program. How many achievements are there?
2. What is the highest Cadet Award that can be earned?
3. What are the three parts to the Civil Air Patrol Mission?
4. What mission does Civil Air Patrol Search and Rescue activities come under?
5. What Region are you a member of?
6. What is the name of the CAP Wing that Maxwell Composite belongs to?
7. What are the eight (8) CAP Regions?
8. What is the name of the highest governing organization within CAP?
9. On what date was Civil Air Patrol established?
10. Who was the first commander of CAP?
11. What was the name of the "experiment" within CAP credited with sinking German submarines during World War II?
12. What did Public Law 557 (PL557) do?
13. When did CAP become the Auxiliary of the USAF?
14. State your Chain of Command (See other side of page)

### Answers to Chapter Review Questions

1. Sixteen (16) achievements; 2. Spaatz award; 3. Emergency Services, Aerospace Education, and Cadet Programs; 4. Emergency Services; 5. Southeast; 6. Alabama; 7. North East, Middle East, South East, Great Lakes, North Central, Rocky Mountain, South West, Pacific.
8. National Board; 9. 01 December 1941; 10. Major General John F. Curry; 11. CAP Coastal Patrol; 12. Incorporated CAP as the United States Air Force Auxiliary; 13. 1948;

FILL IN YOUR CHAIN OF COMMAND

|  |       |
|--|-------|
| Commander-In-Chief                                   | _____ |
| Secretary Of Defense                                 | _____ |
| Secretary of the Air Force                           | _____ |
| Chairman of the Joint Chiefs of Staff                | _____ |
| Chief of Staff, United States Air Force              | _____ |
| Commander, Air Education and Training Command (USAF) | _____ |
| Commander, CAP-USAF/Senior Air Force Advisor (USAF)  | _____ |
| National Commander, CAP                              | _____ |
| Commander, Southeast Region (CAP)                    | _____ |
| Commander, Alabama Wing (CAP)                        | _____ |
| Commander, Maxwell Composite Squadron? (CAP)         | _____ |
| Cadet Commander                                      | _____ |

# WHAT ELSE BASIC CADETS NEED TO KNOW

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CADET BASIC TRAINING REVIEW

ACHIEVEMENT I (Curry) TEST

SIGN PAPERWORK, CAPF 59-1 AND CAPF 66

The Squadron Commander or Deputy Commander for Cadets must certify that you have completed the required portions of the training for your promotions. After you graduate from CBT this is done by requesting a records review prior to your expected promotion date.

SCHEDULE ORIENTATION RIDE

# GRADUATION

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## PROMOTION CEREMONY

Family are encouraged to participate at promotion ceremonies and parents and/or a guest of your choosing may assist the commander in pinning your insignia.

## RECEPTION

CONGRATULATIONS!!!!!!

HOOOOOOAAAAHHHHHHH!!!